<u>ATTACHMENT</u>

1. The Course Reports referenced above contain serious mis-
statements which should be corrected, both in justice to predecessor
Chief Instructors and in the interest of correct policy formation. For
convenience pertinent sections are quoted below, along with CI Staff's
comments. These comments reflect the experience of CI Staff officers
who helped establish the Records Officer Course and the CS Name Check
Course, who participated in every running of both courses, who have
read virtually every student critique in the ROC, and who have met
with OTR, RID, and SG on numerous occasions to revise the ROC to
meet changing CS needs. Much of this occurred before the present
Chief Instructor was involved in records training, and hence was outside
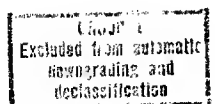the scope of his knowledge.

2. (a) Reference A, paragraph 3, states that records courses
relied on "personnel of the records elements of the CS" to describe
the CS Records System. This ignores the role played by CI Staff
officers, who represented operational as opposed to records elements.

(b) Reference A, paragraph 3, states that "Many members
of the operational elements tended to resist this instruction." A review
of the critiques will show that one of the most frequent statements was
to the effect that the ROC should be required for all operations officers.

(c) Reference A, paragraph 3, states that "Records instruc-
tion by records elements seemed to amplify a misconception which has
been and continues to be common, i.e., 'Records work is separate from
operational work and records activities should be left to records per-
sonnel.'" The basic purpose of the ROC, as created at CS Records
Committee direction, was to provide records training for operations
officers so that they could become Records Officers. The thrust of

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Records Officers should have substantial experience in an operational
assignment.

(d) Reference A, paragraph 4, refers to the discussion of
automatic data processing as "'gee whiz' products of some sort of
electronic wizardry." This is diametrically the opposite of the facts.
The briefings given by CI/MRO in CI Familiarization, CI Operations,
and CS Name Check have had as a primary aim the destruction of the

idea that ADP is mysterious or beyond human comprehension, or that it can in any way replace the human brain. The talk given by CI/MRO on auxiliary indices was in fact the same talk given in the CS Name Check Course.

(e) Reference A, paragraph 8, refers to the instructor staff as including SG and RID personnel. It is noted for the record that CI Staff also participated.

(f) Reference B, paragraph 2, again states that a shift has taken place from teaching records "from the record element's view-point" to "teaching records from the operational element's viewpoint." As noted above, the ROC was designed to do just that, as was the CS Name Check Course.

(g) Reference B, paragraph 2, notes that "machine pro-cessing aspects of records responsibility" was played down, and "human responsibility" was emphasized. A review of the record will indicate that the purpose of the entire RO system has been to select qualified officers, train them, and make them personally responsible for the exercise of judgment. (In this connection, see paragraphs 1 and 2 of ████████ letter of 4 December 1961).

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(h) Reference C, paragraph 1, speaks of "the irrelevancies and repetitions which used to clutter" the Records Officer Course. The ROC was created by the Working Group of the CS Records Committee and the CI Staff. It was tested in a trial running with selected, experi-enced CS officers as students. It was reviewed and revised on numerous occasions, with representatives of RID, DDP/SG, CI Staff, and OTR participating. Reference C suggests that all of this effort by senior, experienced officers failed to accomplish what is now reported as having been accomplished almost overnight.

(i) Reference C, paragraph 1, further states that the ROC "was an unsuccessful attempt to present the CS Records System in its entirety, introduce the students to various elements of RID, and stress the importance of the Records Officer's decisions as he scans CS material selected for destruction. The field was so wide and the pur-pose of the course so ill-defined that the course was neither acceptable in itself nor effective in creating trained ROs." This again represents

one man's judgment. This must be balanced against the critiques of over 700 students, the vast majority of which were laudatory, and the evaluations of previous Chief Instructors, and representatives of RID, SG, and CI Staff.

(j) Reference C, paragraph 9, indicates that only RO's and supervisors of RO's should be permitted to take Records III. In fact, the CS will doubtless wish to train others in records.

3. It seems apparent that many of the statements to which exception has been taken are not essential to the Course Reports, and do not bear on the presentation of Records I, II, and III. However, since these assertions were in fact made, they could hardly be allowed to pass without comment.